

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your child, [Child's Name], has been successfully enrolled in [School Name] for the upcoming academic year, starting on [Start Date].

Enclosed with this letter, you will find important information regarding the following:

1. Orientation Details
2. School Calendar
3. Supply List
4. Contact Information for the Administration

Please ensure that you complete any outstanding forms and submit them by [Due Date]. Feel free to contact us at [School Phone Number] or [School Email] if you have any questions or need further assistance.

We look forward to welcoming [Child's Name] and your family to our school community!

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Phone Number]

[School Email]